

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

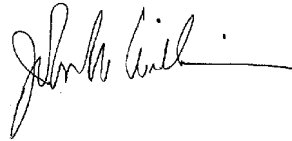
Washington, DC 20013-2415

Notice AO-1277

For: State Offices (Except AK, HI, and PR) and Work Measurement County Offices

Recommendations for Improving the County Office Work Measurement (COWM) System

Approved by: Deputy Administrator, Management



1 Overview

A

Background

BUD annually requests recommendations to improve the COWM System. Suggested improvements are reviewed at the National County Office Work Measurement Committee Meeting.

B

Purpose

This notice:

- informs work measurement County Offices that BUD is requesting recommendations
 - provides State and County Offices with instructions for submitting recommendations.
-

Disposal Date

May 1, 2003

Distribution

State Offices; State Offices relay to Work Measurement County Offices

2 Requested Information

A

Recommendations Recommendations may include, but are not limited to:

- new work measurement items
- revising current work measurement items
- clarifying instructions in 12-AO (Rev. 19)
- commenting about or improving the work measurement system software
- using queries for automated unit counts
- improving reports currently available from the automated system.

Note: Prior National County Office Work Measurement Committee Meeting minutes can be reviewed on the following website,
[http:// www.fsa.usda.gov/dam/bud/bud1.htm](http://www.fsa.usda.gov/dam/bud/bud1.htm), which can serve as a guide in preparing recommendation for the upcoming FY 2003 committee meeting.

B

Recommendation Categories Recommendations are presented to the COWM committee under the following 4 categories:

- work items
- software
- query
- general.

Each recommendation shall be submitted according to the format in Exhibit 1 and shall include the following:

- State and County Office submitting recommendation
 - category
 - specific work item or paragraph from 12-AO (Rev. 19)
 - menu option or query, if applicable
 - narrative identifying suggested changes.
-

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3 Submission Action

A

County Office Action

County Offices shall e-mail all recommendations to the State Office no later than March 21, 2003.

B

State Office Action

State Offices shall submit recommendations to BUD according to the following table.

Step	Action
1	Combine all State and County Office recommendations into a single Word document.
2	Ensure that the format in Exhibit 1 is followed and that the office submitting the recommendation is indicated. Note: Do not use State letterhead, headers or footers, columns, page numbering, or tables. Make recommendations according to Exhibit 1 only . Keep the format simple.
3	E-mail the consolidated Word document to Carlisle Cox at Carlisle_Cox@wdc.fsa.usda.gov no later than March 24, 2003. Note: Negative reports are required.

Submitting FY 2003 Recommendation for Consideration by the National COWM Committee

A

Example Format

The following is an example of the format recommendations.

Instructions	
State and County Name	_____ (1)
Category	_____ (2)
Work Item or paragraph	_____ (3)
Menu option or query, if applicable	_____ (4)
Written Recommendation	_____ (5)

B

Completing Recommendation

Complete recommendations according to the following.

Item	Instruction
1	Enter the State and County Office submitting the recommendation.
2	Enter 1 of the 4 categories listed in subparagraph 2 B.
3	Enter the work item or paragraph referenced in 12-AO (Rev. 19).
4	Enter menu option or query, if applicable.
5	Enter narrative description of suggested changes or enhancements.
